
EFFECTIVE

January 1, 2022.

Subject(s)

1. FOM 941, Family Shelter Home: Program Overview, Requirements and Limitations.
2. FOM 942, Family Shelter Home: Transitional Placement Program Responsibilities.
3. FOM 943, Family Shelter Home: Placement Evaluation Standards.
4. FOM 944, Family Shelter Home: Forms and Procedures.

1) FOM 941, Family Shelter Home: Program Overview, Requirements and Limitations***Overview***

The fundamental principle underlying the provision of shelter home services is to provide a safe, temporary home which promotes and prepares children to move to their planned placement.

A transitional placement program (TPP) shelter home is a family like placement as an alternative to placement in a shelter facility.

The purpose of the TPP shelter home is to provide a family like placement while more permanent placement options are researched and identified. TPP shelter home families enter into a contract with the department, which obligates them to take placements 24 hours a day, seven days a week.

Placement Limitations

Placements should not be made for more than 14 days in a TPP home. If a placement must last longer than 14 days, written approval must be granted by both the county director responsible for the case and the county director where TPP home license exists. Exceptions can be made for up to 30 days and up to 45 days total.

Deleted Language

Information related to the use of shelter homes as an alternative to detention for children with a delinquency case has been removed.

Reason: Out-of-Home Services Recruitment and Retention Program Office recommendation.

**2) FOM 942, Family
Shelter Home:
Transitional
Placement
Program
Responsibilities**

Overview

The TPP provides for emergency short-term placements in a family setting until more permanent placement options can be identified.

Shelter Home Parent Responsibilities

Make all efforts to keep the child in the school of origin and provide or arrange for transportation to and from the school of origin.

Other Reporting Requirements

The local county TPP shelter home worker is responsible for ensuring monthly billing and placement records are accurate and complete when they are submitted to central office for processing.

Reason: Out-of-Home Services Recruitment and Retention Program Office recommendation.

**3) FOM 943, Family
Shelter Home:
Placement
Evaluation
Standards**

Placement Evaluation

TPP shelter home parents assist the child's worker in planning for the child's next, more permanent placement.

The child's worker is responsible for the child's overall treatment plans of the child. Any information the shelter home parents can provide concerning the child will help the child's worker formulate better plans.

**4) FOM 944, Family
Shelter Homes:
Forms and
Procedures**

The TPP shelter home placement for some children can serve as a very important information resource. It is not expected the shelter home will provide a professional diagnostic or evaluative statement. A statement of observation by the shelter home parent will be provided.

Reason: Out-of-Home Services Recruitment and Retention Program Office recommendation.

Minor Changes

Sections were reorganized to provide a comprehensive flow.

Payment Forms and Procedures

The TPP shelter home parents are responsible for completing the MDHHS-3469, Statement of Expenditures and the TPP placement tracker forms each month.

Payment forms are due no later than the 15th day of each month for services provided in the preceding month.

Reason: Out-of-Home Services Recruitment and Retention Program Office recommendation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 941](#)

[FOM 942](#)

[FOM 943](#)

[FOM 944](#)